Affordable Readiness Tracking System

Help Screen

Documentation

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INTRODUCTION

The Affordable Readiness Program is an AIR-3.0 sponsored initiative to reduce the overall cost of ownership of Naval Aircraft by targeting specific Costs, Processes or Readiness problems.

The Affordable Readiness Program was developed primarily to document and track O&S cost issues under the Affordable Readiness concept. The program was begun in 1996 and has grown steadily since. In Fiscal Year 1997, Affordable Readiness Plans were required for the first time. These plans show great promise of yielding important Cost Avoidance Initiatives. However, the review and tracking of Cost Avoidance Initiatives could be significantly enhanced through use of a structured, automated approach. As a result, the AIR-3.0 sponsored the development of the Affordable Readiness Tracking System (ARTS).

The Affordable Readiness Tracking System (ARTS) was developed using Oracle Forms version 5.0, Oracle WEB Application Server 3.0, and Oracle DBMS 7.3. The Affordable Readiness Tracking System (ARTS) can be accessed via the WEB using the Netscape Browser version 4.06. Please refer to the Affordable Readiness Tracking System (ARTS) WEB site at WWW.NALDA.NAVY.MIL for additional information and a link to the Affordable Readiness Tracking System (ARTS) Homepage.

An Affordable Readiness Tracking System (ARTS) user must first obtain access to the application. A user access form is obtainable on-line via the Nalda Homepage: WWW.NALDA.NAVY.MIL. Select Location - Access Info for instructions on how to obtain a user account. Once the user secures an ARTS account, the user may log into the ARTS application from the Affordable Readiness Tracking System (ARTS) Homepage.

The following documentation describes the entire Affordable Readiness Tracking System (ARTS) application screen-by-screen. Please note that each screen definition as described bellow can also be referenced from the application's Help menu options at each screen. Each ARTS screen has been defined as follows:

Menu Option - Menu options available from this screen. Menu options provide specific actions towards an initiative or navigational options to other screens or functional areas of the ARTS system.

Purpose - Define the purpose of the screen. This section documents how a screen is to be used, what functions are available, or general purposes of the screen.

Fields - Describe the fields of the screen.

Directions - Provide screen specific directions and functional capabilities.

SCREEN NAME: Login

I. PURPOSE OF THIS SCREEN:

The Login Screen allows a user to log into the Affordable Readiness Tracking System (ARTS) application.

II. MENU OPTIONS:

The following fields are required for logging into the application:

Username – ARTS account username
Password – ARTS account password

III. DIRECTIONS:

A user must have a valid ARTS user account in order to log into the ARTS application. There are three valid user types (Roles) that may log into the ARTS application:

ARTS User - a general user type to be assigned to the majority of ARTS users. This user type is given the capability to view existing initiatives, create new initiatives, modify initiatives, and track initiatives.

ARTS Lead – a user type assigned to team lead administrators only. This user type is given the capability to view existing initiatives, create new initiatives, modify initiatives, and track initiatives. In addition, this user can perform admin related functions to include assigning initiative team members, assigning initiative point of contact, assigning initiative assistant team lead, change initiative status, and delete initiative.

ARTS Admin – a user type assigned to ARTS application administrators only. This user type can perform all the above functions. In addition, this user can maintain reference tables and generate ARTS system reports.

ARTS System Admin – a user type assigned to ARTS system administrators only. This user type can perform all the above functions. In addition, this user can create new user accounts, modify existing user accounts, and delete a user account.

SCREEN NAME: Main Menu

I. PURPOSE OF THIS SCREEN:

The Main Menu screen is the starting point of the ARTS Application. It allows the user to navigate to all areas of the application.

II. MENU OPTIONS:

The Initiatives Menu provides the following choices:

Initiative Draft - Open the Initiative Draft screen to create, edit and delete draft initiatives.
Initiative View - Open the Initiative View screen to view initiatives with Planned Unfunded and Active status.
Initiative Tracking - Open the Initiative Tracking screen to keep all Active status initiatives data up-to-date.
Cancelled Initiatives - Open the Cancelled Initiatives screen to view and/or reactivate cancelled initiatives.
Reports - Open the Summary Report Menu screen.
Team Lead Admin - Open the Initiative Team Lead Admin screen to perform administrative related functions on an initiative.
The Admin Menu provides the following choices:
ARTS Application Administration - Open the Initiative ARTS Application Administration screen to perform application related administration.
ARTS System Administration - Open the Initiative ARTS System Administration screen to perform system related administration.
The O and MN Reviewer Menu provides the following choices:
O and MN Reviewer - Open the O and M,N Reviewers screen to review the profile and baseline of initiatives and run summary reports of initiatives marked as Ready for O&M,N Submission. This button will appear only if the user is assigned an O&M,N role. This role will usually be assigned to O&M,N board members.
The Help Menu provides the following choices:
Help - Provides a description of the report.
The Exit Menu provides the following choices:
Exit - Exit the Affordable Readiness application.

III. FIELDS:

Once logged in, a user is provided a main menu. Application menu options are enabled based on the user type.

The user types have access to the following main menu options:

AFR User - Initiative Draft, Initiative View, Initiative Tracking
AFR Lead - Initiative Draft, Initiative View, Initiative Tracking, Team Lead Admin
AFR Admin - Initiative Draft, Initiative View, Initiative Tracking, Team Lead Admin, ARTS Application Administration
AFR Sys Admin - Initiative Draft, Initiative View, Initiative Tracking, Team Lead Admin, ARTS Application Administration, ARTS System Administration
O and MN Reviewer - ARTS O&M,N Review Menu

SCREEN NAME: Initiative Draft

I. PURPOSE OF THIS SCREEN:

The Initiative Draft screen allows the user to create, edit, and delete draft initiatives. In addition, it allows the user to open a draft worksheet of the initiative, view draft baseline data, and view draft initiative related charts and reports. All initiatives displayed on this screen are Draft initiatives.

II. MENU OPTIONS:

The *Initiative Draft* Menu provides the following choices:

Create New Initiative - open the Initiative Profile screen and create a new initiative.
Edit Initiative - open the Initiative Profile screen with selected initiative to edit.
Draft Worksheet - open the Draft Worksheet screen with selected initiative.
View Draft Baseline - open the Draft Baseline sheet with selected initiative for view only purposes.
View Initiative Charts - open the Initiative Charts screen with selected initiative to generate reports and charts.
Delete Initiative - delete selected initiative.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

In general, the user must select a draft initiative, if one exists, from the list of draft initiatives and select the desired function to perform on that initiative. To create new initiative, the user can select the Create New Initiative menu option. The list of draft initiatives displayed in the list is based on the user, the user type, and the user's access privileges to that initiative. The following conditions describe how the draft initiative list is generated:

As an AFR User type, the user is allowed to work with initiative of which the user is the designated point of contact.

As an AFR Lead type, the user is allowed to work with initiative of which the user is the designated assistant team lead or team lead.

As an AFR Admin type, the user is allowed to work with all initiatives.

As an AFR Sys Admin type, the user is allowed to work with all initiatives.

SCREEN NAME: Initiative Draft Profile

I. PURPOSE OF THIS SCREEN:

The initiative draft profile screen is used to enter new initiatives and update draft status initiatives. Draft status initiatives can be defined as initiatives that have not yet been sent to the board for approval. The initiative draft profile consists of two screens. The main screen is used to enter and update draft initiatives. The second screen is used to display additional draft information.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Save – Saves a new record or the changes made to an existing record.
Next Page – Navigates to the second page of the form.
Previous Page – Navigates to the first page of the form.
List Values – Executes the List of Values, if one exists, for the field the cursor is in.
Print – Prints screen.
Exit Draft Profile – Returns to the menu from which the form was executed.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. FIELDS:

The following fields are required for entry of a new initiative:

Serial Number*
Fiscal Year of Initiative
Development Status*
Title
PEO/Competency
Initiative POC**

*The values for these fields are application generated.
**Entry of this fields is optional, if it is not entered by the User the application will set the value to the current User

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Serial Number – a system generated unique identifier for the initiative. The serial number is made of up of the initiative's fiscal year, the first position of PEO/Competency's organization code, the PMA's code or location, and a sequential number.

Fiscal Year of the Initiative – the fiscal year the initiative will be identified with. This field will default to the current fiscal year, but can be changed for new entries.

Development Status – set to Draft for all new initiatives.

Personnel

PEO/COMPETENCY – the Program Executive Office associated with the initiative. A list of values is available.

PMA – the Program Manager Office associated with the initiative. A list of values is available.

Team Lead – the person assigned as Team Lead. A list of values is available of all ARTS Users that have Team Lead Status.

Asst Team Lead – the person assigned by the Team Lead as his/her assistant. This is display only and must be assigned by the Team Lead through the Team Lead Admin Section of the application.

Initiative POC – the person assigned as cognizance of the initiative. A list of values is available. If no selection is made, the value will default to the current User (this only applies to new entries).

Team Members – a list of all personnel assigned to the initiative. This is display only. Team Members can be assigned through the Team Lead Admin Section of the application.

Transaction Date – a system updated date. Records the last date the initiative was modified.

Initiative Types – type(s) of work associated with the initiative. More than one type of work can be selected.

Equipment Category

Category – Type (level) of equipment associated with the initiative, for example, aircraft, engine. etc.

Description – Long name for the category type which is filled automatically, except if category is OTHER, then the User must enter a description.

If a value other than 'OTHER' is entered in Equipment Category a pop up screen will display for platform information. If 'OTHER' is entered in Equipment Category, a pop up screen for entering related information would display

Platform

T/M/S – the type/model/series associated with the items the initiative pertains to. A list of values is available.

Version – the version of the T/M/S selected.

WUC – a three digit subsystem Work Unit Code.

WUC Nomenclature – the name of the WUC entered previously.

Expected Readiness Impact – how the initiative will affect the level of readiness. The values are Increase, Decrease and No Change – the default value is No Change

Expected Impact of Aircraft Availability – how the initiative will affect availability of aircraft. The values are Increase, Decrease and No Change – the default value is No Change.

Number of Affected Aircraft – the number of aircraft that are affected by the initiative.

Equipment Category OTHER

Item Name – the name of an item associated with the initiative.

Description – a description of an item associated with the initiative

Component Subsystem - a breakdown of components of the equipment T/M/S selected above.

WUC – a 4 position or longer Work Unit Code of a subsystem component.

Nomen/JETDS – the Nomenclature or JETDS of the subsystem component.

Part Number – the part number of the subsystem component.

Cage Code – the cage code of the subsystem component.

Serial Number – the serial number of the subsystem component.

NIIN – the National Item Identification Number of the subsystem component.

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Serial Number – a repeat of the Serial Number from page one. This is a display only field.

Title – a repeat of the Title from page one. This is a display only field.

Narrative – Short Version – a twenty-five word or less description of the initiative.

Narrative – a long version of the description of the initiative. Click the button and a text editor will be displayed for entering and updating the information.

Assumptions – a description of the assumptions associated with the initiative. Click the button and a text editor will be displayed for entering and updating the information.

Risks – a description of the risks associated with the initiative. Click the button and a text editor will be displayed for entering and updating the information.

Level of Risk – a level of risks assigned to the described risks. Values are Low, Medium and High.

Projected Start Date – a User estimated date of when the initiative will start. The date must be greater than the current date.

Project BEP Date – BEP = Break Even Point. A User estimated date of when the initiative will reach a break even in association with monies spent and monies saved. The date must be greater than the Projected Start Date. (In the near future, this will be changed to a system-generated date.)

Total Investment Projection – a User estimated dollar amount to be invested in the initiative. When entering this field, enter the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Constant Dollar Return On Investment – ROI = Return on Investment. A system generated number of the Total Cost Avoidance divided by the Total Investment. The system uses information from the draft worksheet to calculate this field. Therefore, if the draft worksheet has not yet been completed, the number will not display. The amount is in Constant Dollar. This is a display only field. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Net Present Value - A system generated number of the Total Cost Avoidance divide by the Total Investment. The system uses information from the draft worksheet to calculate this field. Therefore, if the draft worksheet has not yet been completed, the number will not display. The amount is in Constant Dollar. This is a display only field. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Draft Worksheet - Click on button to execute the Draft Worksheet screen. The serial number will be passed to the worksheet so that the User is automatically entering or updating the worksheet data for the initiative that was being entered or updated in the Initiative Draft Profile screen.

SCREEN NAME: Draft Worksheet

I. PURPOSE OF THIS SCREEN:

The draft worksheet screen is used to enter and update initiative cost information while the initiative is in a draft status. Draft status initiatives can be defined as initiatives that have not yet been sent to the board for approval. The draft worksheet consists of three screens. The main screen is used to enter and update initiatives. The optional platform and non-platform screens may be used to enter and update additional information.

II. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Save - Saves a new record or the changes made to an existing record.
Next Page - Navigates to the second page of the form.
Previous Page - Navigates to the first page of the form.
List Values - Executes the List of Value, if one exists, for the field cursor is in.
Print Screen - Prints screen.
Clear Screen - Clears the screen.
Exit Draft Worksheet - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS:

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the draft profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the draft profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. Field two to field ten are display only fields.

Next Page - Click on this button to display the platform screen or the non-platform screen. If the initiative is for platform, the optional platform page will display. If the initiative is non-platform, the optional non-platform page will display.

Investments

Type Funding - The investment funding type. A list of value is available by clicking on the button next to the Type Funding display box.

BAG - Identifies the Budget Activity Group. If the Type Funding is O&MN, Operation and Maintenance, a list of value is available by clicking on the field.

AG - Identifies the Activity Group. This is a display only field that is selected from the list of values along with the Budget Activity Group.

SAG - Identifies Sub Activity Group. This is a display only field that is selected from the list of values along with the Budget Activity Group.

New Record - Enables user to enter new records for Investments. Correct funding type must be selected from the Type Funding list of values.

Investment fields - Ten Input fields for planned investments for the initiatives. Correspond to the ten fiscal year display fields above.

Incremental Investment - Sum of investments for the fiscal year.   This is a display only field corresponding to the ten fiscal year display fields.

Cumulative Investment - Sum of all accumulating investments year to date. This is a display only field corresponding to the ten fiscal year display fields.

Cost Avoidance

Category - Cost Category Identification. A list of value is available.

Title - Cost Category Title. A list of value is available by clicking on the button next to the Title display box.

New Record - Enable the user to enter new records. Correct category and title must be selected from the Category and Title list of values.

Baseline W/O Initiative - Baseline amount without an initiative.

Baseline W/ Initiative - Baseline amount with initiative.

Gross C/A - Gross Cost Avoidance for the fiscal year. Baseline amount without initiative minus the baseline with initiative. This is a display only field corresponding to the ten fiscal year display fields.

Total Gross C/A - Total Gross Cost Avoidance. Total sum of all gross Cost Avoidance. This is a display only field corresponding to the ten fiscal year display fields.

(Less Investment) - Less Investment is the cumulative investment populated from the cumulative investment fields. This is a display only field corresponding to the ten fiscal year display fields.

Incremental Net C/A - Incremental Net Cost Avoidance. Total gross cost avoidance minus the less investment. This is a display only field corresponding to the ten fiscal year display fields.

Cumulative Net C/A - Cumulative Net Cost Avoidance. Sum of all accumulating net cost avoidance. This is a display only field corresponding to the ten fiscal year display fields.

SCREEN NAME: Draft Worksheet - Platform

I. PURPOSE OF THIS SCREEN:

The platform worksheet screen is an optional worksheet used to enter and update platform related information.

II. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Save - Saves a new record or the changes made to an existing record.
Next Page - Navigates to the second page of the form.
Previous Page - Navigates to the first page of the form.
List Values - Executes the List of Value, if one exists, for the field cursor is in.
Print Screen - Prints screen.
Clear Screen - Clears the screen.
Exit Draft Worksheet - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS:

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the draft worksheet menu or the initiative that was being worked on in the draft profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the draft worksheet menu or the initiative that was being worked on in the draft profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. Field one to field ten are display only fields.

Optional

Readiness - Platform Readiness Group. A list of values is available.

Primary Auth Acft - Primary Authorized Aircraft. Input data should correspond to the ten fiscal year display fields.

Total Flight Hours - Total flight hours on the primary authorized aircraft. Input data should correspond to the ten fiscal year display fields.

Cost Per Flight Hour - The cost to operate the primary authorized aircraft per hour of flying time. Input data should correspond to the ten fiscal year display fields.

SCREEN NAME: Draft Worksheet - Non-Platform

I. PURPOSE OF THIS SCREEN:

The non-platform worksheet screen is an optional worksheet used to enter and update non-platform related information.

II. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Save - Saves a new record or the changes made to an existing record.
Next Page - Navigates to the second page of the form.
Previous Page - Navigates to the first page of the form.
List Values - Executes the List of Value, if one exists, for the field cursor is in.
Print Screen - Prints screen.
Clear Screen - Clears the screen.
Exit Draft Worksheet - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS:

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the draft worksheet menu or the initiative that was being worked on in the draft profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the draft worksheet menu or the initiative that was being worked on in the draft profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten-year projection. Field one to field ten are display only fields.

Optional

Non Cost Category Item - Input field for non-platform category item. Input data should correspond to the ten fiscal year display fields.

New Record - This button clears the current data in the fields so that a new record can be entered.

SCREEN NAME: Initiative View

I. PURPOSE OF THIS SCREEN:

The Initiative View screen allows the user to view initiatives with Plan Unfunded and Active status for **read only** purposes. In addition, it allows the user to open a Plan Unfunded or Active to view initiative profile information, initiative baseline data, and initiative related charts and reports.

II. MENU OPTIONS:

The *Initiative View* Menu provides the following choices:

View Initiative Profile - open the Initiative Profile screen with selected initiative for view only purposes.
View Initiative Baseline - open the Baseline sheet with selected initiative for view only purposes.
View Initiative Charts - open the Initiative Charts screen with selected initiative to generate reports and charts.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

All user types have access to the menu options available. To view Plan Unfunded initiatives, a user must toggle on the Plan Unfunded radio button. To view Active initiatives, a user must toggle on the Active radio button. The user must select an initiative from the list of initiatives and select the function to perform on that initiative. In general, all initiatives listed in this screen are open to the general public for view only purposes.

SCREEN NAME: Initiative View Profile

I. PURPOSE OF THIS SCREEN:

The initiative view profile screen is used to view initiatives that are in Planned Unfunded status. Planned Unfunded status can be defined as initiatives that have been sent to the board for approval, but have not received funding. This screen is for viewing only. No data can be modified. The initiative view profile consists of two screens. The main screen is used to view initiatives. The second screen is used to display additional initiative information.

II. MENU OPTION:

The *Action* Menu provides the following choices:

Next Page – Navigates to the second page of the form.
Previous Page – Navigates to the first page of the form.
Print – Prints screen.
Exit View Profile – Returns to the menu from which the form was executed.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. FIELDS:

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Serial Number – a system generated unique identifier for the initiative. The serial number is made of up of the initiative's fiscal year, the first position of PEO/Competency's organization code, the PMA's code or location, and a sequential number.

Fiscal Year of the Initiative – the fiscal year the initiative will be identified with.

Development Status – Planned Unfunded for all initiatives at this stage.

Personnel

PEO/Competency – the Program Executive Office associated with the initiative

PMA – the Program Manager Office associated with the initiative.

Team Lead – the person assigned as Team Lead.

Asst Team Lead – the person assigned by the Team Lead as his/her assistant.

Initiative POC – the person assigned as cognizance of the initiative.

Transaction Date – The last date the initiative was modified.

Initiative Types – type(s) of work associated with the initiative.

Equipment Category

Category – Type (level) of equipment associated with the initiative, for example, aircraft, engine. etc.

Description – Long name for the category.

If a value other than ‘OTHER’ has been entered in Equipment Category a pop up screen will display for platform information. If ‘OTHER’ has been entered in Equipment Category a pop up screen for viewing related information will display

Platform

T/M/S – the type/model/series associated with the items the initiative pertains to.

Version – the version of the T/M/S selected.

WUC – a three digit subsystem Work Unit Code.

WUC Nomenclature – the name of the WUC entered previously.

Expected Readiness Impact – how the initiative will affect the level of readiness. The values can be Increase, Decrease and No Change.

Expected Impact of Aircraft Availability – how the initiative will affect availability of aircraft. The values can be Increase, Decrease and No Change.

Number of Affected Aircraft – the number of aircraft that are affected by the initiative.

Equipment Category OTHER

Item Name – the name of an item associated with the initiative.

Description – a description of an item associated with the initiative

Component Subsystem - a breakdown of components of the equipment T/M/S selected above.

WUC – a 4 position or longer Work Unit Code of a subsystem component.

Nomen/JETDS – the Nomenclature or JETDS of the subsystem component.

Part Number – the part number of the subsystem component.

Cage Code – the cage code of the subsystem component.

Serial Number – the serial number of the subsystem component.

NIIN – the National Item Identification Number of the subsystem component.

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Serial Number – a repeat of the Serial Number from page one.

Title – a repeat of the Title from page one.

Narrative – Short Version – a twenty-five word or less description of the initiative.

Narrative – a long version of the description of the initiative. Click the button and a text editor will be displayed for viewing the information.

Assumptions – a description of the assumptions associated with the initiative. Click the button and a text editor will be displayed viewing the information.

Risks – a description of the risks associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Level of Risk – a level of risks assigned to the described risks. Values can be Low, Medium and High.

Projected Start Date – a User estimated date of when the initiative will start.

Project BEP Date – BEP = Break Even Point. A User estimated date of when the initiative will reach a break-even point in association with monies spent and monies saved.   (In the near future this will be changed to a system-generated date.)

Total Investment Projection – a User estimated dollar amount to be invested in the initiative. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Constant $ ROI – ROI = Return on Investment. A system generated number of the Total Cost Avoidance divided by the Total Investment. The system uses information from the draft worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Net Present Value - A system generated number of the Total Cost Avoidance minus the Total Investment. The system uses information from the draft worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

SCREEN NAME: Initiative View Tracking Profile

I. PURPOSE OF THIS SCREEN:

The initiative tracking profile screen is used to view initiatives that are in the Active status. Active status can be defined as initiatives that have been approved and have received funding. This screen is for viewing only. No data can be modified. The initiative view tracking profile consists of two screens. The main screen is used to view active initiatives. The second screen is used to display additional tracking information.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Next Page – Navigates to the second page of the form.
Previous Page – Navigates to the first page of the form.
Print – Prints screen.
Exit View Tracking Profile – Returns to the menu from which the form was executed.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. FIELDS:

PAGE 1

Serial Number – a system generated unique identifier for the initiative. The serial number is made of up of the initiative's fiscal year, the first position of PEO/Competency's organization code, the PMA's code or location, and a sequential number.

Fiscal Year of the Initiative – the fiscal year the initiative will be identified with.

Development Status – Active for all initiatives at this stage.

Personnel

PEO/Competency – the Program Executive Office associated with the initiative.

PMA – the Program Manager Office associated with the initiative.

Team Lead – the person assigned as Team Lead.

Asst Team Lead – the person assigned by the Team Lead as his/her assistant.

Initiative POC – the person assigned as cognizance of the initiative.

Transaction Date – The last date the initiative was modified.

Initiative Types – type(s) of work associated with the initiative.

Equipment Category

Category – Type (level) of equipment associated with the initiative, for example, aircraft, engine. etc.

Description – Long name for the category.

If a value other than 'OTHER' has been entered in Equipment Category a pop up screen will display for platform information. If 'OTHER' has been entered in Equipment Category a pop up screen for viewing related information will display

Platform

T/M/S – the type/model/series associated with the items the initiative pertains to.

Version – the version of the T/M/S selected.

WUC – a three digit subsystem Work Unit Code.

WUC Nomenclature – the name of the WUC entered previously.

Expected Readiness Impact – how the initiative will affect the level of readiness. The values can be Increase, Decrease and No Change.

Expected Impact of Aircraft Availability – how the initiative will affect availability of aircraft. The values can be Increase, Decrease and No Change.

Number of Affected Aircraft – the number of aircraft that are affected by the initiative.

Equipment Category OTHER

Item Name – the name of an item associated with the initiative.

Description – a description of an item associated with the initiative

Component Subsystem - a breakdown of components of the equipment T/M/S selected above.

WUC – a 4 position or longer Work Unit Code of a subsystem component.

Nomen/JETDS – the Nomenclature or JETDS of the subsystem component.

Part Number – the part number of the subsystem component.

Cage Code – the cage code of the subsystem component.

Serial Number – the serial number of the subsystem component.

NIIN – the National Item Identification Number of the subsystem component.

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Serial Number – a repeat of the Serial Number from page one.

Title – a repeat of the Title from page one.

Narrative – Short Version – a twenty-five word or less description of the initiative.

Narrative – a long version of the description of the initiative. Click the button and a text editor will be displayed for viewing the information.

Assumptions – a description of the assumptions associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Risks – a description of the risks associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Level of Risk – a level of risks assigned to the described risks. Values can be Low, Medium and High.

Status Notes – used to record progress of the initiative. These notes can be added throughout the life of an Active initiative. Click the button and a text editor will be displayed for viewing the information.

Projected Start Date – a User estimated date of when the initiative will start.

Project BEP Date – BEP = Break Even Point. A User estimated date of when the initiative will reach a break even in association with monies spent and monies saved. (In the near future this be changed to a system-generated date.)

Active Date – the date the initiative was authorized funding.

Actual Start Date – a User entered date that reflects when authorized funds began being consumed.

Total Investment Projection – a User estimated dollar amount to be invested in the initiative. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Total Investment – the total monies invested in the initiative. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Constant $ ROI – ROI = Return on Investment. A system generated number of the Total Cost Avoidance divided by the Total Investment. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Net Present Value - A system generated number of the Total Cost Avoidance minus the Total Investment. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Net Cost Avoidance Remaining – A system generated number of the Planned Net Cost Avoidance minus the Actual Net Cost Avoidance. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Initiative Status – a status to indicate how the initiative is progressing. Available values are Green, Red and Yellow.

Funding Status – how the funding was allocated and if it has been all received. The available values are incremental, incremental complete, lump, and lump complete.

SCREEN NAME: View Initiative Tracking Baseline

I. PURPOSE OF THIS SCREEN:

The View Initiative Tracking Baseline screen is used to view initiative cost information for each quarter of the fiscal year while the initiative is in a tracking status. The tracking worksheet consists of two screens. The main screen is used to view the initiative status. The optional platform and non-platform screens may be used to view additional information. The View Initiative Tracking Baseline is for view purposes only. Baseline data will not be available through this form, unless the initiatives' team has recorded actual investments and/or costs against the initiative.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Next Page - Navigates to the second page of the form.

Previous Page - Navigates to the first page of the form.

Print Screen - Prints screen.

Run Active Initiative Profile Report - Runs the Active Initiative Profile Report

Exit View Tracking Baseline - Returns to the menu or form from which it was executed.

The *Help* Menu provides the following choices:

Help – Provides a description of the report.

III. FIELDS:

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the tracking profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the tracking profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. All fields are display only fields.

Next Page - Click on this button to display the platform screen or the non-platform screen. If the initiative is for platform, the optional platform page will display. If the initiative is non-platform, the optional non-platform page will display.

Investments

Type Funding - This field displays the investment funding type. This is a display only field.

BA - This field displays the Budget Activity Group. This is a display only field.

AG - This field displays the Activity Group. This is a display only field.

SAG - This field displays the Sub Activity Group. This is a display only field that is selected from the list of values along with the Budget Activity Group.

Quarter 1 investment - Display fields for investments funded for the first quarter of the year. Correspond to the ten fiscal year display fields above.

Quarter 2 investment - Display fields for investments funded for the second quarter of the year. Correspond to the ten fiscal year display fields above.

Quarter 3 investment - Display fields for investments funded for the third quarter of the year. Correspond to the ten fiscal year display fields above.

Quarter 4 investment - Display fields for investments funded for the fourth quarter of the year. Correspond to the ten fiscal year display fields above.

Investment Totals

Incremental Investment - Sum of investments for the fiscal year. This is a display only field corresponding to the ten fiscal year display fields.

Cumulative Investment - Sum of all accumulating investments year to date. This is a display only field corresponding to the ten fiscal year display fields.

Cost Avoidance

Category - This field displays the Cost Category Identification. This is a display only field.

Title - This field displays the Cost Category Title. This is a display only field.

Break Even Point - System-generated date displaying the quarter of the Fiscal Year when the initiative reaches a break even point in association with monies spent and costs avoided. An initiative is said to "break even" when it realizes a cost avoidance after the investment has been paid back. This is a display only field.

Baseline Revision No. - Displays the current rebaseline revision number for the referenced initiative.

Revision Justification - Displays the reason for the initiative rebaseline.

Baseline W/O Initiative - Baseline amount without an initiative.

Quarter 1 Cost - Display field for the amount with the initiative for the first quarter. Correspond to the ten fiscal year display fields above.

Quarter 2 Cost - Display field for the amount with the initiative for the second quarter. Correspond to the ten fiscal year display fields above.

Quarter 3 Cost - Display field for the amount with the initiative for the third quarter. Correspond to the ten fiscal year display fields above.

Quarter 4 Cost - Display field for the amount with the initiative for the fourth quarter. Correspond to the ten fiscal year display fields above.

Total Cost - Display field for the total cost amount with the initiative for the year. Correspond to the ten fiscal year display fields above.

Single Category Gross C/A - Gross Cost Avoidance for the fiscal year. Baseline amount without initiative minus the baseline with initiative. This is a display only field corresponding to the ten fiscal year display fields.

Cost Avoidance Totals

Cum Total Gross C/A - Cumulative Total Gross Cost Avoidance. Sum of all gross Cost Avoidance. This is a display only field corresponding to the ten fiscal year display fields.

Investment to Payback - Investment to payback is the break even point amount. This is a display only field corresponding to the ten fiscal year display fields.

Incremental Net C/A - Incremental Net Cost Avoidance. Total gross cost avoidance minus the less investment. This is a display only field corresponding to the ten fiscal year display fields.

Cumulative Net C/A - Cumulative Net Cost Avoidance. Sum of all accumulating net cost avoidance. This is a display only field corresponding to the ten fiscal year display fields.

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the tracking profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the tracking profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. All fields are display only fields.

Readiness - This is a display only field indicating the readiness of the aircraft.

Readiness Quarter 1 - This field displays the readiness of the aircraft during the first quarter.

Readiness Quarter 2 - This field displays the readiness of the aircraft during the second quarter.

Readiness Quarter 3 - This field displays the readiness of the aircraft during the third quarter.

Readiness Quarter 4 - This field displays the readiness of the aircraft during the fourth quarter.

Primary Auth Acft - Primary Authorized Aircraft - Number of aircraft that is considered as primary. This is a display only field.

Total Flight Hours

FLT HRS Quarter 1 - Flight Hours Quarter 1 - Total flight hours accumulated on the primary aircraft during the first quarter. This is a display only field.

FLT HRS Quarter 2 - Flight Hours Quarter 2 - Total flight hours accumulated on the primary aircraft during the second quarter. This is a display only field.

FLT HRS Quarter 3 - Flight Hours Quarter 3 - Total flight hours accumulated on the primary aircraft during the third quarter. This is a display only field.

FLT HRS Quarter 4 - Flight Hours Quarter 4 - Total flight hours accumulated on the primary aircraft during the fourth quarter. This is a display only field.

Cost Per Flight Hour

Cost FH Quarter 1 - Cost Flight Hour Quarter 1 - The cost to operate the aircraft per flight hour during the first quarter. This is a display only field.

Cost FH Quarter 2 - Cost Flight Hour Quarter 2 - The cost to operate the aircraft per flight hour during the second quarter. This is a display only field.

Cost FH Quarter 3 - Cost Flight Hour Quarter 3 - The cost to operate the aircraft per flight hour during the third quarter. This is a display only field.

Cost FH Quarter 4 - Cost Flight Hour Quarter 4 - The cost to operate the aircraft per flight hour during the fourth quarter. This is a display only field.

Active Initiative Profile Report

The Active Initiative Profile Report is a detailed report of the information found on the Initiative Tracking Worksheet screen. The report is created with constant year dollars as opposed to the current year dollars on the Initiative Tracking Worksheet screen. The report's first page is a brief introduction of the initiative being reported. The following pages provide detailed worksheet data.

The report can be executed from two locations:

a) from within the Initiative Tracking Worksheet screen, under the Action Menu select Run Tracking Profile Report and
b) from the Initiative Tracking Charts menu screen.

c) SCREEN NAME: Initiative Tracking

I. PURPOSE OF THIS SCREEN:

The Initiative Tracking screen allows the user to keep all Active status initiatives data up-to-date. In addition, it allows the user to open an Active initiative to update initiative profile information, update initiative worksheet data, view initiative baseline data, and view initiative related charts and reports.

II. MENU OPTIONS:

The *Initiative Tracking* Menu provides the following choices:

Update Initiative Profile - open the Initiative Profile screen with selected initiative for update purposes.
Update Initiative Worksheet - open the Draft Worksheet screen with selected initiative update purposes.

View Initiative Baseline - open the Baseline sheet with selected initiative for update purposes.
View Initiative Charts - open the Initiative Charts screen with selected initiative to generate reports and charts.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

In general, the user must select an initiative from the list of initiatives and select the desired function to perform on that initiative. The list of initiatives displayed in the list is based on the user, the user type, and the user's access privileges to that initiative. All initiatives listed are considered to be Active. The following conditions describe how the initiative list is generated:

As an AFR User type, the user is allowed to work with initiative of which the user is the designated point of contact.

As an AFR Lead type, the user is allowed to work with initiative of which the user is the designated assistant team lead or team lead.

As an AFR Admin type, the user is allowed to work with all initiatives and perform all the above functions.

As an AFR Sys Admin type, the user is allowed to work with all initiatives and perform all the above functions

SCREEN NAME: Initiative Tracking Profile

I. PURPOSE OF THIS SCREEN:

The initiative tracking profile screen is used to update initiatives that are in the Active status. Active status can be defined as initiatives that have been approved and have received funding. The initiative tracking profile consists of two screens. The main screen is used to enter and update active initiatives. The second screen is used to display additional tracking information.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Save – Saves changes made to record.
Next Page – Navigates to the second page of the form.
Previous Page – Navigates to the first page of the form.
Print – Prints screen.
Exit Tracking Profile – Returns to the menu from which the form was executed.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. FIELDS:

Most fields on this screen cannot be modified. The fields that can be updated are all on page 2 and they are:

Status Notes
Active Date
Actual Start Date
Initiative Status Funding Status

PAGE 1

Serial Number – a system generated unique identifier for the initiative. The serial number is made of up of the initiative's fiscal year, the first position of PEO/Competency's organization code, the PMA's code or location, and a sequential number.

Fiscal Year of the Initiative – the fiscal year the initiative will be identified with.

Development Status – Active for all initiatives at this stage.

Personnel

PEO/Competency – the Program Executive Office associated with the initiative.

PMA – the Program Manager Office associated with the initiative.

Team Lead – the person assigned as Team Lead.

Asst Team Lead – the person assigned by the Team Lead as his/her assistant.

Initiative POC – the person assigned as cognizance of the initiative.

Transaction Date – The last date the initiative was modified.

Initiative Types – type(s) of work associated with the initiative.

Equipment Category

Category – Type (level) of equipment associated with the initiative, for example, aircraft, engine. etc.

Description – Long name for the category.

If a value other than 'OTHER' has been entered in Equipment Category a pop up screen will display for platform information. If 'OTHER' has been entered in Equipment Category a pop up screen for viewing related information will display

Platform

T/M/S – the type/model/series associated with the items the initiative pertains to.

Version – the version of the T/M/S selected.

WUC – a three digit subsystem Work Unit Code.

WUC Nomenclature – the name of the WUC entered previously.

Expected Readiness Impact – how the initiative will affect the level of readiness. The values can be Increase, Decrease and No Change.

Expected Impact of Aircraft Availability – how the initiative will affect availability of aircraft. The values can be Increase, Decrease and No Change.

Number of Affected Aircraft – the number of aircraft that are affected by the initiative.

Equipment Category OTHER

Item Name – the name of an item associated with the initiative.

Description – a description of an item associated with the initiative

Component Subsystem - a breakdown of components of the equipment T/M/S selected above.

WUC – a 4 position or longer Work Unit Code of a subsystem component.

Nomen/JETDS – the Nomenclature or JETDS of the subsystem component.

Part Number – the part number of the subsystem component.

Cage Code – the cage code of the subsystem component.

Serial Number – the serial number of the subsystem component.

NIIN – the National Item Identification Number of the subsystem component.

PAGE 2

Serial Number – a repeat of the Serial Number from page one.

Title – a repeat of the Title from page one.

Narrative – Short Version – a twenty-five word or less description of the initiative.

Narrative – a long version of the description of the initiative. Click the button and a text editor will be displayed for viewing the information.

Assumptions – a description of the assumptions associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Risks – a description of the risks associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Level of Risk – a level of risks assigned to the described risks. Values can be Low, Medium and High.

Status Notes – used to record progress of the initiative. These notes can be added throughout the life of an Active initiative. Click the button and a text editor will be displayed for entering, updating and viewing the information.

Projected Start Date – a User estimated date of when the initiative will start.

Project BEP Date – BEP = Break Even Point. A User estimated date of when the initiative will reach a break even in association with monies spent and monies saved. (In the near future this be changed to a system-generated date.)

Active Date – the date the initiative was authorized funding. This date will be set to the date the initiative is moved to Active status by the Team Lead, via the Team Lead Administration screen, but can be modified.

Actual Start Date – a User entered date that reflects when authorized funds began being consumed. This date must be greater than or equal to the Active Date.

Total Investment Projection – a User estimated dollar amount to be invested in the initiative. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Total Investment – the total monies invested in the initiative. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Constant $ ROI – ROI = Return on Investment. A system generated number of the Total Cost Avoidance divided by the Total Investment. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Net Present Value - A system generated number of the Total Cost Avoidance minus the Total Investment. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Net Cost Avoidance Remaining – A system generated number of the Planned Net Cost Avoidance minus the Actual Net Cost Avoidance. The system uses information from the tracking worksheet to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. For example, enter 100,000, not 100K.

Tracking Worksheet - Click on button to execute the Tracking Worksheet screen. The serial number will be passed to the worksheet so that the User is automatically entering or updating the worksheet data for the initiative that was being entered or updated in the Initiative Tracking Profile screen.

Initiative Status – a status to indicate how the initiative is progressing. Available values are Green, Red and Yellow. This status is defaulted to Green when the initiative is moved to an Active status. It is the Users responsibility to keep this status current.

Funding Status – how the funding was allocated and if it has been all received. The available values are incremental, incremental complete, lump, and lump complete.

SCREEN NAME: Tracking Worksheet

I. PURPOSE OF THE SCREEN:

The tracking worksheet screen is used to enter and update initiative cost information for each quarter of the fiscal year while the initiative is in a tracking status. The tracking worksheet consists of three screens. The main screen is used to track the initiative status. The optional platform and non-platform screens may be used to enter and update additional information.

II. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Save - Saves a new record or the changes made to an existing record.
Next Page - Navigates to the second page of the form.
Previous Page - Navigates to the first page of the form.
List Values - Executes the List of Value, if one exists, for the field cursor is in.
Print Screen - Prints screen.
Clear Screen - Clears the screen.
Exit Tracking Worksheet - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS:

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the tracking profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the menu or the initiative that was being worked on in the tracking profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. Field two to field ten are display only fields.

Next Page - Click on this button to display the platform screen or the non-platform screen. If the initiative is for platform, the optional platform page will display. If the initiative is non-platform, the optional non-platform page will display.

Investments

Type Funding - The investment funding type. A list of value is available by clicking on the button next to the Type Funding display box.

BAG - Identifies the Budget Activity Group. If the Type Funding is O&MN, Operation and Maintenance, a list of value is available by clicking on the field.

AG - Identifies the Activity Group. This is a display only field that is selected from the list of values along with the Budget Activity Group.

SAG - Identifies Sub Activity Group. This is a display only field that is selected from the list of values along with the Budget Activity Group.

New Record - Enables user to enter new records for Investments. Correct funding type must be selected from the Type Funding list of values.

Quarter 1 investment - Input fields for investments funded for the first quarter of the year. Correspond to the ten fiscal year display fields above.

Quarter 2 investment - Input fields for investments funded for the second quarter of the year. Correspond to the ten fiscal year display fields above.

Quarter 3 investment - Input fields for investments funded for the third quarter of the year. Correspond to the ten fiscal year display fields above.

Quarter 4 investment - Input fields for investments funded for the fourth quarter of the year. Correspond to the ten fiscal year display fields above.

Incremental Investment - Sum of investments for the fiscal year.   This is a display only field corresponding to the ten fiscal year display fields.

Cumulative Investment - Sum of all accumulating investments year to date. This is a display only field corresponding to the ten fiscal year display fields.

Cost Avoidance

Category - Cost Category Identification. A list of value is available.

Title - Cost Category Title. A list of value is available by clicking on the button next to the Title display box.

New Record - Enable the user to enter new records. Correct category and title must be selected from the Category and Title list of values.

Baseline W/O Initiative - Baseline amount without an initiative.

Quarter 1 Cost - Input field for the amount with the initiative for the first quarter. Correspond to the ten fiscal year display fields above.

Quarter 2 Cost - Input field for the amount with the initiative for the second quarter. Correspond to the ten fiscal year display fields above.

Quarter 3 Cost - Input field for the amount with the initiative for the third quarter. Correspond to the ten fiscal year display fields above.

Quarter 4 Cost - Input field for the amount with the initiative for the fourth quarter. Correspond to the ten fiscal year display fields above.

Gross C/A - Gross Cost Avoidance for the fiscal year. Baseline amount without initiative minus the baseline with initiative. This is a display only field corresponding to the ten fiscal year display fields.

Total Gross C/A - Total Gross Cost Avoidance. Total sum of all gross Cost Avoidance. This is a display only field corresponding to the ten fiscal year display fields.

(Less Investment) - Less Investment is the cumulative investment populated from the cumulative investment fields. This is a display only field corresponding to the ten fiscal year display fields.

Incremental Net C/A - Incremental Net Cost Avoidance. Total gross cost avoidance minus the less investment. This is a display only field corresponding to the ten fiscal year display fields.

Cumulative Net C/A - Cumulative Net Cost Avoidance. Sum of all accumulating net cost avoidance. This is a display only field corresponding to the ten fiscal year display fields.

Net Present Value - Current net value. This is a display only field corresponding to the ten fiscal year display fields.

SCREEN NAME: Tracking Worksheet - Platform

I. PURPOSE OF THE SCREEN:

The platform worksheet screen is an optional worksheet used to enter and update platform related information.

II. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Save - Saves a new record or the changes made to an existing record.
Next Page - Navigates to the second page of the form.
Previous Page - Navigates to the first page of the form.
List Values - Executes the List of Value, if one exists, for the field cursor is in.
Print Screen - Prints screen.
Clear Screen - Clears the screen.
Exit Tracking Worksheet - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS:

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the tracking worksheet menu or the initiative that was being worked on in the tracking profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the tracking worksheet menu or the initiative that was being worked on in the tracking profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. Field one to field ten are display only fields.

Optional

Readiness - Platform Readiness Group. A list of values is available.

Readiness Quarter 1 - Input field for the amount spent for the readiness group during the first quarter of the fiscal year. Correspond to the ten fiscal year display fields above.

Readiness Quarter 2 - Input field for the amount spent for the readiness group during the second quarter of the fiscal year. Correspond to the ten fiscal year display fields above.

Readiness Quarter 3 - Input field for the amount spent for the readiness group during the third quarter of the fiscal year. Correspond to the ten fiscal year display fields above.

Readiness Quarter 4 - Input field for the amount spent for the readiness group during the fourth quarter of the fiscal year. Correspond to the ten fiscal year display fields above.

Primary Active Aircraft - The primary aircraft that is currently in activity status. Input data should correspond to the ten fiscal year display fields.

Total Flight Hours

FLT HRS Quarter 1 - Total flight hours on the primary aircraft for the first quarter. Input data should correspond to the ten fiscal year display fields.

FLT HRS Quarter 2 - Total flight hours on the primary aircraft for the second quarter. Input data should correspond to the ten fiscal year display fields.

FLT HRS Quarter 3 - Total flight hours on the primary aircraft for the third quarter. Input data should correspond to the ten fiscal year display fields.

FLT HRS Quarter 4 - Total flight hours on the primary aircraft for the fourth quarter. Input data should correspond to the ten fiscal year display fields.

Cost Per Flight Hour

Cost FH Quarter 1 - The cost to operate the primary aircraft per hour of flying time for the first quarter. Input data should correspond to the ten fiscal year display fields.

Cost FH Quarter 2 - The cost to operate the primary aircraft per hour of flying time for the second quarter. Input data should correspond to the ten fiscal year display fields.

Cost FH Quarter 3 - The cost to operate the primary aircraft per hour of flying time for the third quarter. Input data should correspond to the ten fiscal year display fields.

Cost FH Quarter 4 - The cost to operate the primary aircraft per hour of flying time for the fourth quarter. Input data should correspond to the ten fiscal year display fields.

SCREEN NAME: Tracking Worksheet - Non-Platform

I. PURPOSE OF THE SCREEN

The non-platform worksheet screen is an optional worksheet used to enter and update non-platform related information.

II. MENU OPTIONS

The *ACTION* Menu provides the following choices:

Save - Saves a new record or the changes made to an existing record.
Next Page - Navigates to the second page of the form.
Previous Page - Navigates to the first page of the form.
List Values - Executes the List of Value, if one exists, for the field cursor is in.
Print Screen - Prints screen.
Clear Screen - Clears the screen.
Exit Tracking Worksheet - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS

Serial Number - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the tracking worksheet menu or the initiative that was being worked on in the tracking profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the tracking worksheet menu or the initiative that was being worked on in the tracking profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. Field one to field ten are display only fields.

Optional

Non Cost Category Item - Input field for non-platform category item. Input data should correspond to the ten fiscal year display fields.

New Record - This button clears the current data in the fields so that a new record can be entered.

Quarter 1 - Cost for non-platform category items for the first quarter. Input data should correspond to the ten fiscal year display fields.

Quarter 2 - Cost for non-platform category items for the second quarter. Input data should correspond to the ten fiscal year display fields.

Quarter 3 - Cost for non-platform category items for the third quarter. Input data should correspond to the ten fiscal year display fields.

Quarter 4 - Cost for non-platform category items for the fourth quarter. Input data should correspond to the ten fiscal year display fields.

SCREEN NAME: Summary Reports Menu

I. PURPOSE OF THIS SCREEN:

The Summary Reports Menu screen allows the user to generate data related reports. Summary Reports Menu screen provides the user access to screens in which the user can create, generate, and print data related reports. The following are a list of reports a user can create:

- Investment / Cost Avoidance
- Investment / Cost Avoidance – PEO/Competency
- Investment / Cost Avoidance - NAVAIR
- Initiative Summary
- Program Initiative Status
- Planned vs. Actual Cost Avoidance
- AOP – Executive Year Summary by PEO/Competency
- AOP – Executive Year Summary by Program
- VAMOSC Five Year Historical
- Cost Relationship
- Program Baseline

II. MENU OPTIONS:

The Summary Reports Menu provides the following choices:

Select Report - open the selected report screen.
Exit - return to the main menu.

III. DIRECTIONS:

The Summary Reports Menu screen provides the user access to screens in which the user can create, generate, and print data related reports. All users have access to this screen.

SCREEN NAME: Investment/Cost Avoidance – Platform

I. PURPOSE OF THE SCREEN

The user selects a platform from the Investment/Cost Avoidance -Platform Report Input Parameters screen. The Investment / Cost Avoidance View - Platform Report will display each initiative in that platform. The report displays the total Actual Investment and Cost Avoidance in constant year Dollars over 10 years. The Investment / Cost Avoidance View - Platform Report will be displayed using Adobe Acrobat Reader and have the ability to print out a hard copy. The Investment / Cost Avoidance View - Platform Report is for display purpose only.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Executes the Investment/Cost Avoidance View - Platform Report.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

The Investment / Cost Avoidance View - Platform Report will be displayed using Adobe Acrobat Reader. All menu options are defaulted to Adobe Acrobat.

III. FIELDS

Platform - This field displays the platform selected for the Investment / Cost Avoidance View - Platform Report.

Date - Displays the date that the Investment / Cost Avoidance View - Platform Report was requested.

Fiscal Year - Displays 10 years into the future starting from the current fiscal year.

The gray bar will display ratio of the Actual ROI, Return on Investment.

Investment - Shows the investment for the initiatives corresponding to the fiscal year.

Cost Avoidance - Shows the actual Cost Avoidance for the initiative corresponding to the fiscal year.

Total Investment - Shows the total actual investment for all initiatives corresponding to the fiscal year.

Cost Avoidance - Shows the total actual Cost Avoidance for all initiative corresponding to the fiscal year.

SCREEN NAME: Investment/Cost Avoidance – PEO/Competency

I. PURPOSE OF THE SCREEN

The user selects a PEO/Competency from the Investment/Cost Avoidance -PEO/Competency Report Input Parameters screen. The Investment/Cost Avoidance View - PEO/Competency Report will display the type model within that PEO/Competency grouped by each type model. The report displays the total Actual Investment, Planned Cost Avoidance and Actual Cost Avoidance in constant year Dollars over 10 years. The Investment/Cost Avoidance View – PEO/Competency Report will be displayed using Adobe Acrobat Reader and have the ability to print out a hard copy. The Investment /Cost Avoidance View - PEO/Competency Report is for display purpose only.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Executes the Investment/Cost Avoidance View - PEO/Competency Report.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

The Investment/Cost Avoidance View – PEO/Competency Report will be displayed using Adobe Acrobat Reader. All menu
options are defaulted to Adobe Acrobat.

III. FIELDS

PEO/Competency - Program Executive Officer - This field displays the PEO/Competency selected for the Investment/Cost Avoidance View - PEO/Competency Report.

Date - Displays the date that the Investment/Cost Avoidance View - PEO/Competency Report was requested.

Previous Cum - Previous Cumulative - The amount cumulated from previous years prior to the current fiscal year.

Fiscal Year - Displays 10 years into the future starting from the current fiscal year.

The gray bar will display the number of Funded Initiatives and the number of Unfunded Initiatives, also the ratio of the Actual ROI, Return on Investment.

Investment - Shows the investment for the initiatives corresponding to the fiscal year.

Planned Cost Avoidance - Shows the Planned Cost Avoidance for the initiatives corresponding to the fiscal year.

Actual Cost Avoidance - Shows the Actual Cost Avoidance for the initiatives corresponding to the fiscal year.

Total Investment - Shows the total actual investment for all initiatives corresponding to the fiscal year.

Planned Cost Avoidance - Shows the total Planned Cost Avoidance for all initiative corresponding to the fiscal year.

Actual Cost Avoidance - Shows the total Actual Cost Avoidance for all initiative corresponding to the fiscal year.

SCREEN NAME: Investment / Cost Avoidance - NAVAIR

I. PURPOSE OF THE SCREEN

The user selects nothing from the Investment/Cost Avoidance -NAVAIR Report Input Parameters screen. The Investment/Cost Avoidance View - NAVAIR Report will display a full report grouped by PEO/Competency. The report displays the total Actual Investment, Planned Cost Avoidance and Actual Cost Avoidance in constant year Dollars over 10 years. The Investment/Cost Avoidance View - NAVAIR Report will be displayed using Adobe Acrobat Reader and have the ability to print out a hard copy. The Investment/Cost Avoidance View - PEO/Competency Report is for display purpose only.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Executes the Investment/Cost Avoidance View - NAVAIR Report.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

The Investment/Cost Avoidance View - NAVAIR Report will be displayed using Adobe Acrobat Reader. All menu options are defaulted to Adobe Acrobat.

III. FIELDS

Date - Displays the date that the Investment/Cost Avoidance View - NAVAIR Report was requested.

Previous Cum - Previous Cumulative - The amount cumulated from previous years prior to the current fiscal year.

Fiscal Year - Displays 10 years into the future starting from the current fiscal year.

The gray bar will display the number of Funded Initiatives and the number of Unfunded Initiatives, also the ratio of the Actual ROI, Return on Investment.

Investment - Shows the investment for the initiatives corresponding to the fiscal year.

Planned Cost Avoidance - Shows the Planned Cost Avoidance for the initiatives corresponding to the fiscal year.

Actual Cost Avoidance - Shows the Actual Cost Avoidance for the initiatives corresponding to the fiscal year.

Total Investment - Shows the total actual investment for all initiatives corresponding to the fiscal year.

Planned Cost Avoidance - Shows the total Planned Cost Avoidance for all initiative corresponding to the fiscal year.

Actual Cost Avoidance - Shows the total Actual Cost Avoidance for all initiative corresponding to the fiscal year.

SCREEN NAME: Initiative Summary

I. PURPOSE OF THE SCREEN

The Affordable Readiness Initiative Summary screen runs a report displaying the initiatives that are in the draft mode by selecting a PEO/Competency form the Report Input Parameter screen. If no PEO/Competency is selected, a full report will be printed. The report displays the PEO/Competency, the initiative titles and a brief description of the initiative. The Program Initiative Summary Report will be displayed using Adobe Acrobat Reader and have the ability to print out a hard copy. The Affordable Readiness Initiative Summary Report is for display purpose only.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Executes the Program Initiative Summary Report.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

PEO/Competency - Displays the Program Executive Officer code that is responsible for the Initiative Summary Report.

Date - Displays the date that the Affordable Readiness Initiative Summary report was requested.

Title - This column displays the title of the initiative.

Initiative Description - This column displays a short description of the initiative.

SCREEN NAME: Program Initiative Status

I. PURPOSE OF THE SCREEN

The Initiative Status - Platform Report Input Parameters screen lets the user select the platform type to generate a Program Initiative Status Report. Program Initiative Status Report displays by platform the investment and cost avoidance shown in constant year dollars. The Program Initiative Status Report will be displayed using Adobe Acrobat Reader and have the ability to print out a hard copy. The Program Initiative Status Report is for display purposes only.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Executes the Program Initiative Status Report.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

Initiative Status - Platform Report Input Parameters

Please Enter a Platform - Enter the type of platform to run the Platform Initiative Status Report. A list of values is available by selecting the LOV button.

Exit - Clicking on the Exit button will return to the previous screen.

Run - Execute the Platform Initiative Status Report.

Platform Initiative Status Report

Platform - Displays the platform that was selected from the Initiative Status - Platform Report Input Parameters screen.

Date - Displays the date that the Program Initiative Status Report was requested.

Serial Number - This column displays the serial number of each initiative.

Title - This column displays the title of each initiative.

Type - This column displays the type of the initiative. An active initiative type will display the word "Active" and an unfunded type will display the word "Unfunded".

Investments

Planned - Estimated dollar amount to be invested for the initiatives entered by user during the draft planning stage.

Actual - Actual total dollar amount invested for the initiative.

Cost Avoidance

Planned - Planned cost avoidance for the initiative.

To Date - Current amount of actual cost avoidance for the initiative.

Status - This column displays the status of the initiative. A green circle with a letter "G" indicates the initiative is on track. A yellow circle with a letter "Y" indicates the initiative is in caution mode. A red circle with a letter "R" indicates the initiative is off track. Footer at the bottom of each page indicates the abbreviation of the initiative status.

Total Investments

Planned - Total estimated dollar amount invested for all the initiatives entered by user during the draft planning stage for this report.

Actual - Actual total dollar amount invested for all the initiative for this report.

Cost Avoidance

Planned - Total planned cost avoidance for all the initiatives on this report.

To Date - Current amount of actual cost avoidance for all the initiatives on this report.

SCREEN NAME: Planned vs. Actual Cost Avoidance

I. PURPOSE OF THE SCREEN

The Program Planned vs. Actual Screen displays a bar graph chart that plots the total invests cost for all selected Type/Model/Series in 10K dollars against the Fiscal Year. Legend on the right of the bar chart graph displays each category and a corresponding symbol.

II. MENU OPTIONS

The Action Menu provides the following choices:

Display /Refresh - Display or refresh the bar graph chart.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

Date - This is a display only field displaying the current date.

Type/Model/Series - Select a valid Type/Model/Series to display the bar graph. A List of Value button is available.

Fiscal Year Baseline - Select a valid fiscal year to display the bar graph for the year. A List of Value button is available.

Display/Refresh - Click on this button will display or refresh the bar graph chart after a valid Fiscal Year and a valid Type/Model/Series is selected.

Exit - Click on this button will return to the menu or form from which it was executed.

Fiscal Year - Displays the Fiscal Years corresponding to the bar graph chart. This is a dynamic display only field.

Planned - Displays the real dollar values corresponding to the bar graph chart. Planned Data is the result from the baseline minus the total cost avoidance.

Actual - Displays the actual amount spend or actual cost incurred during the year corresponding to the bar graph chart.

Baseline - Displays the baseline dollar amount corresponding to the bar graph chart. Baseline data is from AIR 4.2.5.

SCREEN NAME: AOP – Executive Year Summary by PEO/COMPETENCY

I. PURPOSE OF THE SCREEN

The AOP Executive Summary - PEO/Competency Level Report is used to provide graphical executive level summary report at the PEO/Competency level displaying cumulative Planned vs. Actual Investment and Cost Avoidance, cumulative status, and the number of active initiatives.

II. MENU OPTIONS

The Action Menu provides the following choices:

Display Chart - Used to display graphical report on the selected PEO/Competency.
Print - Used to generate an Adobe Acrobat PDF output file of the selected data.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

PEO/Competency - Select a PEO/Competency for a summary report from the List of Values.

SCREEN NAME: AOP – Executive Year Summary by Program

I. PURPOSE OF THE SCREEN

The AOP Executive Summary - Program Level Report is used to provide graphical executive level summary report at the Program level displaying cumulative Planned vs. Actual Investment and Cost Avoidance, cumulative status, and the number of active initiatives.

II. MENU OPTIONS

The Action Menu provides the following choices:

Display Chart - Used to display graphical report on the selected Program.
Print - Used to generate an Adobe Acrobat PDF output file of the selected data.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

Program - Select a Program for a summary report from the List of Values.

Title - Title of the active initiative.

Status - The current status of the initiative. A letter "G" indicates that the initiative is on track. A letter "Y" indicates the initiative is on caution. A letter "R" indicates the initiative is off track.

SCREEN NAME: VAMOSC Five Year Historical

I. PURPOSE OF THE SCREEN

The 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Chart displays a bar graph for the VAMOSC historical data tied to an aircraft platform. The graphical chart utilizes the VAMOSC historical data to plot the current year dollars to the fiscal year. A legend on the right of the graphical chart displays the category and a corresponding color for the bar on the graph. An input screen is available to enter additional data to plot the graphic chart for future projection. Data entered in the input screen is used for projection purposes only and will not be saved to the VAMOSC historical tables. The VAMOSC Historical Cost Trend for Aircraft graphical chart is for display purpose only.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Executes the 5 Year VAMOSC Historical Cost Trend for Aircraft graphics program.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

VAMOSC Five Year Historical - Platform Report input Parameters

Please Enter a Platform - Enter the type of aircraft platform to run the 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Report. A list of values is available by selecting the LOV button.

Exit - Clicking on the Exit button will return to the previous screen.

Run - Execute the 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Report.

5 Year VAMOSC Historical Cost Trend for Aircraft Input Screen

TMS - Type Model Series - The type/model/series of the aircraft associated with the displayed data.

Fiscal Year - The fiscal year of the historical data for the platform.

ID - Identification Number - The element number of the platform Type/Model/Series.

Description - Brief description for the element of the platform Type/Model/Series.

Cost - The cost of the platform Type/Model/Series for the fiscal year.

Add New Record - Click on this button will clear the input fields enabling the user to enter additional data to be displayed on the 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Chart.

Delete record - Click on this button will delete the displayed records, removing it from the 5 Year VAMOSC Historical Cost Trend for Aircraft graphic chart.

Save - Click on this button will save the record in the input fields for the 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Chart.

Refresh Chart - Click on this chart will refresh the 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Chart with the current data.

Cancel - Click on this button will exit the 5 Year VAMOSC Historical Cost Trend for Aircraft input screen returns the user to the previous form.

5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Chart

Year - This field displays the 5 fiscal years of the historical data for the platform. This is a display only field.

#A/C - Number of Aircraft - This field displays the total number of aircraft included in the graphic chart for each fiscal year. This is a display only field.

FH - Flight Hour - This field displays the total hours accumulated for all the aircraft included in the graphic chart for each fiscal year. This is a display only field.

Edit Data - Click on this button will return the user back to the 5 Year VAMOSC Historical Cost Trend for Aircraft Input Screen to add or update data.

Exit Chart - Click on this button will exit the 5 Year VAMOSC Historical Cost Trend for Aircraft Graphic Screen and return to the Initiative Draft Chart selection form.

SCREEN NAME: Cost Relationship

I. PURPOSE OF THE SCREEN

The Affordable Readiness Plan Cost Relationships Screen displays a bar graph chart that plots the total cost in K dollars from the VAMOSC historical data against the Fiscal Year. Legend on the bottom of the bar chart graph displays each category and a corresponding color. The Elements from Affordable Readiness Plan box displays the percentage of total cost for the each Type/Model/Series for the fiscal year. It also displays if the Affordable Readiness Strategy have been defined by indicating a Yes or a No with a "X".

II. MENU OPTIONS

The Action Menu provides the following choices:

Display /Refresh - Display or refresh the bar graph chart.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

Date - This is a display only field displaying the current date.

Fiscal Year Baseline - Type in the fiscal year to display the bar graph for the year. If no data is available for the fiscal year, a List of Values box will appear to display the available year that contains data.

Type/Model/Series - select a valid Type/Model/Series to display the bar graph.

Display/Refresh - Click on this button will display or refresh the bar graph chart after a valid Fiscal Year and a valid Type/Model/Series is selected.

Exit - Click on this button will return to the menu or form from which it was executed.

SCREEN NAME: Program Baseline

I. PURPOSE OF THE SCREEN

The Program Baseline - Report Input Parameters is used to display 10 year Baseline Projection data at the Platform level in Constant Dollars. The Cost categories displayed in the report are: AVDLRS, Consumables, Depot Maintenance, Fuel, IPT/CSS, Intermediate Maintenance, Modifications, Organizational/FSR Personnel, Other, and Sustained Support.

II. MENU OPTIONS

The Action Menu provides the following choices:

Run Report - Run the Program Baseline report with the selected Platform.
Exit - Returns to the menu from which the form was executed.

The Help Menu provides the following choices:

Help - Provides a description of the report.

III. FIELDS

Program - Select a Program from a List of Values.

SCREEN NAME: ARTS - Cancelled Initiatives Menu

I. PURPOSE OF THIS SCREEN:

The Cancelled Initiatives Menu screen displays all initiatives with the current status of cancelled, of which the current is team lead, assistant team lead or point of contact. In this screen the team leaders, assistant team leads and above, have the capability to view all the currently cancelled initiative and reactive an initiative to draft status. If a cancelled initiative was in active status at the time of cancellation, any actual investments and/or costs will be available when the initiative is returned to active status after reactivation.

II. MENU OPTIONS:

The *Cancelled Initiatives* Menu provides the following choices:

View Initiative Profile - open the Initiative Profile screen with selected initiative for view purposes.

View Initiative Baseline - open the Baseline screen with selected initiative for view purposes.

Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

Only user's with team lead and above status will have access to the list of Initiatives that they are the assigned team lead or assistant team lead. In this screen you can choose to view the initiative profile or initiative baseline information, or choose to reactive the initiative. Any initiative reactivated will revert to draft status, all steps to move an initiative to planned unfunded or active must be repeated, if the initiative had been in planned unfunded or active status prior to being cancelled.

SCREEN NAME: Cancelled Initiative Profile

I. **PURPOSE OF THIS SCREEN:**

The cancelled initiative profile screen is used for viewing cancelled initiatives. This screen is for viewing only; no updates can be made.

II. MENU OPTIONS:

The Action Menu provides the following choices:

Next Page – Navigates to the second page of the form.

Previous Page – Navigates to the first page of the form.

The Help Menu provides the following choices:

Help – Provides a description of the form.

III. FIELDS:

Serial Number – a system generated unique identifier for the initiative. The serial number is made of up of the initiative's fiscal year, the first position of PEO/Competency's organization code, the PMA's code or location, and a sequential number.

Fiscal Year of the Initiative – the fiscal year the initiative will be identified with.

Development Status – Cancelled.

Personnel

PEO/Competency – the Program Executive Office associated with the initiative.

PMA – the Program Manager Office associated with the initiative.

Team Lead – the person assigned as Team Lead.

Asst Team Lead – the person assigned by the Team Lead as his/her assistant.

Initiative POC – the person assigned as cognizance of the initiative.

Team Members – a list of all personnel assigned to the initiative.

Transaction Date – a system updated date. Records the last date the initiative was modified.

Initiative Types – type(s) of work associated with the initiative. More than one type of work can be assigned.

Equipment Category

Category – Type (level) of equipment associated with the initiative, for example, aircraft, engine. etc.

Description – Long name for the category .

If a value other than ‘OTHER’ is entered in Equipment Category a pop up screen will display for platform information. If ‘OTHER’ is entered in Equipment Category, a pop up screen for entering related information would display

Platform

T/M/S – the type/model/series associated with the items the initiative pertains to.

Version – the version of the T/M/S selected.

WUC – a three digit subsystem Work Unit Code.

WUC Nomenclature – the name of the WUC entered previously.

Expected Readiness Impact – how the initiative will affect the level of readiness. The value may be Increase, Decrease or No Change.

Expected Impact of Aircraft Availability – how the initiative will affect availability of aircraft. The value may be Increase, Decrease or No Change.

Number of Affected Aircraft – the number of aircraft that are affected by the initiative.

Equipment Category OTHER

Item Name – the name of an item associated with the initiative.

Description – a description of an item associated with the initiative

Component Subsystem - a breakdown of components of the equipment T/M/S selected above.

WUC – a 4 position or longer Work Unit Code of a subsystem component.

Nomen/JETDS – the Nomenclature or JETDS of the subsystem component.

Part Number – the part number of the subsystem component.

Cage Code – the cage code of the subsystem component.

Serial Number – the serial number of the subsystem component.

NIIN – the National Item Identification Number of the subsystem component.

Serial Number – a repeat of the Serial Number from page one.

Title – a repeat of the Title from page one.

Narrative – Short Version – a twenty-five word or less description of the initiative.

Narrative – a long version of the description of the initiative. Click the button and a text editor will be displayed for viewing the information.

Assumptions – a description of the assumptions associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Risks – a description of the risks associated with the initiative. Click the button and a text editor will be displayed for viewing the information.

Level of Risk – a level of risks assigned to the described risks. Values may be Low, Medium or High.

Projected Start Date – a User estimated date of when the initiative will start.

Project BEP Date – BEP = Break Even Point. A User estimated date of when the initiative will reach a break even in association with monies spent and monies saved.

Total Investment Projection – A system generated number of the total planned investment. The system uses information from the Initiative Baseline to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand.

Projected Net Cost Avoidance – A system generated number of the projected net cost avoidance. The system uses information from the Initiative Baseline to calculate this field. The amount is in constant dollar. This field will display the entire dollar amount, not with a K for thousand. The calculation for this field is the projected total cost avoidance (in constant dollars) minus the projected total investment (in constant) year dollars.

Projected Net Present Value Ratio - A system generated number of the projected net present value ratio. The system uses information from the Initiative Baseline to calculate this field. The amount is in Discounted Dollars. This field will display the entire dollar amount, not with a K for thousand. The calculation for this field is the total discounted projected cost avoidance divided by the discounted total projected investment.

Projected Return on Investment Ratio - A system generated number of the projected return on investment ratio. The system uses information from the Initiative Baseline to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. The calculation for this field is the total projected cost avoidance (in constant year dollars) divided by the total projected investment (in constant year dollars).

Projected Net Present Value - A system generated number of the projected net present value. The system uses information from the Initiative Baseline to calculate this field. The amount is in Discounted Dollars. This field will display the entire dollar amount, not with a K for thousand. The calculation for this field is discounted total projected investment multiplied by the projected net present value ration.

Projected Return on Investment - A system generated number of the projected return on investment. The system uses information from the Initiative Baseline to calculate this field. The amount is in Constant Dollar. This field will display the entire dollar amount, not with a K for thousand. The calculation for this field is the total projected investment (in constant year dollars) multiplied by the projected return on investment ratio.

Initiative Baseline - Click on button to execute the Cancelled Initiative Baseline screen. The serial number will be passed to the Initiative Baseline so that the User is automatically viewing the baseline data for the initiative that was being viewed in the Cancelled Initiative Profile screen.

O&MN Set-Aside - Yes or No will be selected to indicate if the initiative will be using O&MN Set-Aside funding.

SCREEN NAME: Cancelled Initiative Baseline

I. PURPOSE OF THIS SCREEN:

The Cancelled Initiative Baseline screen is used view initiative planned cost information of a cancelled initiative. The Cancelled Initiative Baseline consists of three screens. The main screen is used to view initiatives. The optional platform and non-platform screens may be used to view additional information. This screen is for viewing only; no updates can be made.\

II. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Next Page - Navigates to the second page of the form.

Previous Page - Navigates to the first page of the form.

Exit Initiative Baseline- Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

III. FIELDS:

Serial Number - This field is populated using the initiative that was selected in the menu or the initiative that was being viewed in the cancelled profile screen.

Title - This field is populated using the initiative that was selected in the menu or the initiative that was being viewed in the draft profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection.

Next Page - Click on this button to display the platform screen or the non-platform screen. If the initiative is for platform, the optional platform page will display. If the initiative is non-platform, the optional non-platform page will display.

Investments

Type Funding - The investment funding type.

BAG - Identifies the Budget Activity Group. If the Type Funding is O&MN, Operation and Maintenance.

AG - Identifies the Activity Group.

SAG - Identifies Sub Activity Group.

Investment fields - Ten fields for planned investments for the initiatives. Correspond to the ten fiscal year display fields above.

Investment Totals

Incremental Investment - Sum of investments for the fiscal year.

Cumulative Investment - Sum of all accumulating investments year to date.

Cost Avoidance

Category - Cost Category Identification.

Title - Cost Category Title.

Baseline W/O Initiative - Baseline amount without an initiative.

Baseline W/ Initiative - Baseline amount with initiative.

Single Cat Gross C/A - Gross Cost Avoidance for the fiscal year. Baseline amount without initiative minus the baseline with initiative.

Cost Avoidance Totals

Inc Combined Gross Gross C/A - Incremental Combined Gross Cost Avoidance. Sum of all single category Cost Avoidance.

Investment to Payback - Investment to payback is the cumulative investment to the break even point.

Incremental Net C/A - Incremental Net Cost Avoidance. Total gross cost avoidance minus the less investment.

Cumulative Net C/A - Cumulative Net Cost Avoidance. Sum of all accumulating net cost avoidance.

SCREEN NAME: Cancelled Initiative Baseline - Platform

IV. PURPOSE OF THIS SCREEN:

The platform worksheet screen is an optional worksheet used to view platform related information.

V. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Next Page - Navigates to the second page of the form.

Previous Page - Navigates to the first page of the form.

Exit Initiative Baseline - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

VI. FIELDS:

Serial Number - This field is populated using the initiative that was selected in the previous screen from the Cancelled Initiative menu or the initiative that was being viewed in the cancelled profile screen.

Title - This field is populated using the initiative that was selected in the previous screen from the Cancelled Initiative menu or the initiative that was being viewed in the cancelled profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection.

VII. Optional Tracking

Readiness - Platform Readiness Group.

Primary Auth Acft - Primary Authorized Aircraft. Input data should correspond to the ten fiscal year display fields.

Total Flight Hours - Total flight hours on the primary authorized aircraft. Input data should correspond to the ten fiscal year display fields.

Cost Per Flight Hour - The cost to operate the primary authorized aircraft per hour of flying time. Input data should correspond to the ten fiscal year display fields.

VIII. SCREEN NAME: Cancelled Initiative Baseline - Non-Platform

PURPOSE OF THIS SCREEN:

The non-platform worksheet screen is an optional worksheet used to view non-platform related information.

IX. MENU OPTIONS:

The *ACTION* Menu provides the following choices:

Next Page - Navigates to the second page of the form.

Previous Page - Navigates to the first page of the form.

Exit Initiative Baseline - Returns to the menu or form from which it was executed.

The *HELP* Menu provides the following choices:

Help - Provides a description of the form.

X. FIELDS:

Serial Number - This field is populated using the initiative that was selected in the previous screen from the Cancelled Initiative menu or the initiative that was being viewed in the cancelled profile screen.

Title - This is a display only field. This field is populated using the initiative that was selected in the previous screen from the Cancelled Initiative menu or the initiative that was being viewed in the cancelled profile screen.

Fiscal Year - The first field in this series indicates the beginning of the fiscal year that the initiative started being worked on. The second field will be the year after the start of the initiative and continue on to the 9th field with the total of a ten year projection. Field one to field ten are display only fields.

Optional Tracking

Non Cost Parameter - Input field for non-platform category item. Input data should correspond to the ten fiscal year display fields.

New Record - This button clears the current data in the fields so that a new record can be entered.

SCREEN NAME: Team Lead Admin

I. PURPOSE OF THIS SCREEN:

The Team Lead Admin screen allows the team lead to perform administrative related functions on an initiative. For Draft initiatives, the team lead is allowed to assign team members, assign a point of contact, assign an assistant team lead, change initiative status, and delete an initiative. For an Active status, the team lead is allowed to assign a point of contact, assign an assistant team lead, and change initiative status.

II. MENU OPTIONS:

The *Initiative Tracking* Menu provides the following choices:

Assign Team Members - assign team members to selected initiative.
Assign Point of Contact - assign point a contact to selected initiative.
Assign Assistant Team Lead - assign assistant team lead to selected initiative
Change Initiative Status - change initiative status to selected initiative.
Delete Initiative - delete selected initiative.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

To view Draft initiatives, a user must toggle on the Draft radio button. To view Active initiatives, a user must toggle on the Tracking radio button. The user must select an initiative from the list of initiatives and select the desired function to perform on that initiative. The list of draft initiatives displayed in the list is based on the user, the user type, and the user's access privileges to that initiative. The following conditions describe how the draft initiative list is generated:

An AFR User type does not have access to this screen.

As an AFR Lead type, the user is allowed to work with initiative of which the user is the designated assistant team lead or team lead. However, only a designated team lead can assign assistant team leads.

As an AFR Admin type, the user is allowed to work with all initiatives and perform all the above functions.

As an AFR Sys Admin type, the user is allowed to work with all initiatives and perform all the above functions.

To change the Initiative Status, select the initiative that requires the status change from the list of initiatives and selected the Change Initiative Status button. A Change Initiative Status box will appear listing all the status. Indicate the current status of the initiative by selecting one of the radio button and select the Change Status button to complete the process.

SCREEN NAME: Change Status Auxiliary Screen

I. PURPOSE OF THIS SCREEN:

The Change Status Screen gives the Team Leader the ability to change the status of an initiative. The following describes the mandatory information required to change the status of an initiative from Draft to Planned Unfunded.

Initiative Draft Profile - Mandatory Fields

- Description
- Narrative
- Assumptions
- Risk Code
- Risk Description
- Equipment Category
    - If the category equals **Aircraft, Engine, Missile, Support Equipment** or **Training Device** then the following fields become mandatory:
        - T/M/S
        - Readiness Impact
        - Aircraft Availability
        - Number of Affected Aircraft
    - If the category equals **Other** then the following fields become mandatory:
        - Equipment Category Description
        - Item Name
        - Item Description

Initiative Draft Baseline -- Mandatory Fields

- Cost Category
- Funding Type
    - If the funding type equals **O&MN** then the following fields become mandatory:
        - BA (Budget Activity)
        - AG (Activity Group)
        - SAG (Sub-Activity Group)

Validation procedures for Draft Cost Avoidances

All **Draft** or **Developmental Initiatives** must be validated before moving to **Planned Unfunded**.

Initiative validation involves informing the user of incorrect or missing values. These issues must be corrected before the Initiative is allowed to pass validation.

The validation program evaluates: 1.) data entered into the **Draft Initiative** worksheet; 2.) data entered into the **Cost Category** section; 3.) data entered into the **Funding** section; 4.) data entered into the **Initiative Profile Baseline** section (optional); 5.) data entered into the **Non-Aircraft** platform section (optional). The validation program is automatically called as a result of the Team Lead using the **Team Lead Admin** function on the Main Menu to change the status from **'Draft'** to **'Planned Unfunded'.**

The business rules for the Validation procedure are evolving. Therefore, the error messages will evolve and change accordingly.

Affordable Readiness utilizes a database stored procedure named **AFR**. **AFR** is a package containing the procedures and functions used in validation. The source code is available through a view in Oracle's data dictionary (user_source).

Validation errors are displayed through the **Initiative Error Tracking** screen. This Form is automatically called whenever validation errors are detected. If the errors are only '**advisories**', then the Initiative is allowed to pass validation. **Advisories** are messages informing the user that certain data, while not required, is missing. All other errors will prevent the Initiative from passing Validation. All non-Advisories Errors must be corrected.

Example transaction involving the Validation stored procedure:

1.) Complete Initial draft using the Draft Initiative and Profile Baseline Worksheets. Save draft.
2.) From the Main menu, access the Team Lead Administration form.
3.) Highlight (mouse-click) completed draft Initiative in display list.
4.) Click button 'Change Initiative Status'. A popup canvas appears with a radio group listing the Initiative statuses.
5.) Click the radio button next to the 'Planned Unfunded'. A dot should appear inside the circle.
6.) Mouse click the button labeled 'Change Status'
7.) Follow the ensuing dialogue boxes.
8.) If no validation errors or only advisory records were detected, then you can update the record from Draft to Planned Unfunded.
9.) If validation errors were identified, then you must correct those errors before proceeding. These errors can be reviewed through the Initiative error tracking form. This form will be automatically called whenever validation errors have been identified

SCREEN NAME: ARTS Application Administration

I. PURPOSE OF THIS SCREEN:

The ARTS Application Administration Menu screen allows an application administrator to perform application-related administration. The ARTS Application Administration Menu screen provides access to Reference Table screen and the ARTS Reports screen.

II. MENU OPTIONS:

The *ARTS* Application Administration Menu provides the following choices:

Reference Tables - open the Reference Tables screen to update or modify reference tables.
ARTS Reports - open the ARTS Reports screen to generate system and data reports.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

The ARTS Application Administration Menu screen provides access to Reference Table screen and the ARTS Reports. The following user types have access to this menu screen:

An AFR User type does not have access to this screen.

An AFR Lead type does not have access to this screen.

As an AFR Admin type, the user is allowed to access all menu options.

As an AFR Sys Admin type, the user is allowed to access all menu options.

SCREEN NAME: Reference Tables

I. PURPOSE OF THIS SCREEN:

The Reference Menu screen allows the user to update or modify reference tables used within the ARTS application. The Reference Menu screen provides the user access to screens in which the user can update, modify, add, and delete reference data. The following are a list of reference tables an application administrator can modify:

- Funding Types
- Budget Activities
- Activity Groups
- Sub- Activity Groups
- Initiative Types
- Type Model Series
- Equipment Categories
- Program Executive Officers

II. MENU OPTIONS:

The *Reference* Menu provides the following choices:

Funding Types - open the Funding Types reference screen.
Budget Activities - open the Budget Activities reference screen.
Activity Groups - open the Activity Groups reference screen.
Sub- Activity Groups - open the Sub- Activity Groups reference screen.
Initiative Types - open the Initiative Types reference screen.
Type Model Series - open the Type Model Series reference screen.
Equipment Categories - open the Equipment Categories reference screen.
Program Executive Officers - open the Program Executive Officers reference screen.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

The Reference Menu screen provides the user access to screens in which the can update, modify, add, delete reference data. The following user types have access to this menu screen:

An AFR User type does not have access to this screen.

An AFR Lead type does not have access to this screen.

As an AFR Admin type, the user is allowed to access all menu options.

As an AFR Sys Admin type, the user is allowed to access all menu options.

SCREEN NAME: Funding Types

I. PURPOSE OF THIS SCREEN:

The Funding Types screen is used to add or delete Funding Type Code and Funding Type Title.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

Funding Type Code - Add or delete funding type code.

Funding Type Title - Add or delete funding type title.

SCREEN NAME: Budget Activities

I. PURPOSE OF THIS SCREEN:

The Budget Activities screen is used to add or delete Budget Activity and Budget Activity Title.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

Budget Activity - Add or delete the budget activity code.

Budget Activity Title - Add or delete the budget activity title.

SCREEN NAME: Activity Groups

I. PURPOSE OF THIS SCREEN:

The Activity Groups screen is used to add or delete Activity Group Id and Activity Group Title.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. Fields:

Activity Group Id - Add or delete activity group identification code.

Activity Group Title - Add or delete activity group title.

SCREEN NAME: Sub-Activity Groups

I. PURPOSE OF THIS SCREEN:

The Sub-Activity Groups screen is used to add or delete Sub-Activity Group Id and Sub-Activity Group Title.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

SAG Id - Add or delete sub-activity group identification code.

SAG Title - Add or delete sub-activity group title.

SCREEN NAME: Initiative Types

I. PURPOSE OF THIS SCREEN:

The Initiative Types screen is used to add or delete Initiative Type Name and Initiative Type Description.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

Type Name - Add or delete Initiative type name.

Type Description - Add or delete Initiative type description.

SCREEN NAME: Type/Model/Series

I. PURPOSE OF THIS SCREEN:

The Type/Model/Series screen is used to add or delete platform type, platform model and platform series.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

T/M/S - Displays the type, the model and the series of platform.

T/M/S Compressed - Add or delete compressed type, model and series of platform.

TEC - Add or delete type equipment code.

TEC Last Position - Add or delete type equipment code last position.

End Item Type - Add or delete the end item type.

End Item Subtype - Add or delete end item subtype.

Begin Date - Add or delete the begin date of the platform.

End Date - Add or delete the end date of the platform.

SCREEN NAME: Equipment Categories

I. PURPOSE OF THIS SCREEN:

The Equipment Categories screen is used to add or delete Equipment Category.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

Category Type - Add or delete equipment category type.

Category Subtype - Add or delete equipment subcategory type.

TEC Last Position - Add or delete type equipment code last position.

Description - Equipment category type and subtype descriptions.

SCREEN NAME: Program Executive Officers/Competencies

I. PURPOSE OF THIS SCREEN:

The Program Executive Officers/Competencies screen is used to add or delete Program Executive Officer or Competency code and name.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Remove Record - Deletes the selected record.
Print - Prints the screen.
Save - Saves a new record or the changes made to an existing record.
Exit - Returns to the Reference Table Menu

III. FIELDS:

PEO/Competency Type - Add or delete Program Executive Officer/Competency code.

PEO/COmpetency Name - Add or delete Program Executive Officer's or Competency's name.

SCREEN NAME: ARTS Reports

I. PURPOSE OF THIS SCREN:

The ARTS Reports Menu screen allows the user to generate system and data related reports. The ARTS Reports Menu screen provides the user access to screens in which the user can create, generate, and print system and data related reports. The following are a list of reports an application administrator can create:

- VAMOSC Historical Data
- TBD

II. MENU OPTIONS:

The *ARTS Report* Menu provides the following choices:

VAMOSC Historical Data - open the VAMOSC Historical Data report screen.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:
Help – Provides a description of the form

III. DIRECTIONS:

The ARTS Reports Menu screen provides the user access to screens in which the can update, modify, add, delete reference data. The following user types have access to this menu screen:

An AFR User type does not have access to this screen.

An AFR Lead type does not have access to this screen.

As an AFR Admin type, the user is allowed to access all menu options.

As an AFR Sys Admin type, the user is allowed to access all menu options.

SCREEN NAME: Historical Data

I. PURPOSE OF THE SCREEN:

The Historical Data screen is used to enter, query and to print historical reports. The historical data report consists of two screens. The query screen is used to request queries and the data entry screen is used to enter data.

II. MENU OPTIONS:

The *Action* Menu provides the following choices:

Clear Screen - Clear the screen of all data.
Clear Record - Clear a record of all data.
Print - Prints a report

The Navigation Menu provides the following choices:

First Record - Navigates to the first record returned by a query.
Previous Record - Navigates to the previous record returned by a query.
Next Record - Navigates to the next record returned by a query.
Last Record - Navigates to the last record returned by a query.

The Query Menu provides the following choices:

Enter Query - Search the database for records.
New Record - Create a new record.

The Help Menu provides the following choices:

Help – Provides a description of the form.

The Exit Menu provides the following choices:

Exit – Returns to the menu from which the form was executed.

III. FIELDS:

New records can be added to the historical data tables with the following restrictions:

a) An aircraft/platform and fiscal year must already exist in the database.
b) ONLY a new WBS number/Description/Cost Data can be entered

Query Screen

Aircraft - The name of an aircraft platform (ie - A-4E) that has historical cost data.
Fiscal Year - fiscal year that the data was derived from to be stored into the database.
WBS Number - The Work Breakdown Structure number that charges accrue against during a fiscal year.
Description - explination of the WBS number.
Cost Data - The actually dollars charged to the WBS number for that Fiscal year.

Data Entry Screen (all fields are required for data entry)

Aircraft - The name of an aircraft platform (ie - A-4E) that has historical cost data. (Cannot be altered)
Fiscal Year - fiscal year that the data was derived from to be stored into the database. (Cannot be altered)
WBS Number - The Work Breakdown Structure number that charges accrue against during a fiscal year.
Description - explanation of the WBS number.
Cost Data - The actually dollars charged to the WBS number for that fiscal year.

SCREEN NAME: User Maintenance

I. PURPOSE OF THIS SCREEN:

The User Maintenance Menu screen allows the user to create new user accounts, modify user accounts, and delete user accounts.

II. MENU OPTIONS:

The *User Maintenance* Menu provides the following choices:

Add User - creates a new ARTS user account.
Delete User- deletes the selected ARTS user account.
Return to Main Menu - return to the main menu.

The *Help* Menu provides the following choices:

Help – Provides a description of the form.

III. DIRECTIONS:

The User Maintenance Menu screen provides the system administrator the capability to create, modify, and delete user accounts. To create a new ARTS user account, the system administrator selects the Add User menu option. This will prompt the system administrator for ARTS user information. The following fields are required:

User Name - actual user name.
Oracle Username - ARTS Oracle account user id.
Password - ARTS Oracle password.
Location - ARTS user location.
AFR User Role - ARTS user role to be granted to this account.

To modify an existing ARTS user account, select the desired user name from the ARTS Users list. ARTS user account information will automatically be displayed. The following are modifiable fields:

Location - ARTS user location.
AFR User Role - ARTS user role to be granted to this account.
Personnel Org Code - ARTS user Personnel Organization code.
Phone Number - ARTS user telephone number.
User Type - ARTS user type designated for this user.

The following user types have access to this menu screen:

An AFR User type does not have access to this screen.

An AFR Lead type does not have access to this screen.

An AFR Admin type does not have access to this screen.

As an AFR Sys Admin type, the user is allowed to access all menu options.

General Web Report Information

All reports generated by the ARTS application will be in Adobe Portable Document Format (PDF). To view a report via the web the user must first install Adobe Acrobat Reader. This application can be downloaded for free from:

http://www.adobe.com/prodindex/acrobat/readstep.html

The version of the reader described in this document is version 3.02

If a user tries to generate a report before installing the Adobe Acrobat Reader they will see the following window appear when the generated report is returned to them via their web browser. (Figure 1)

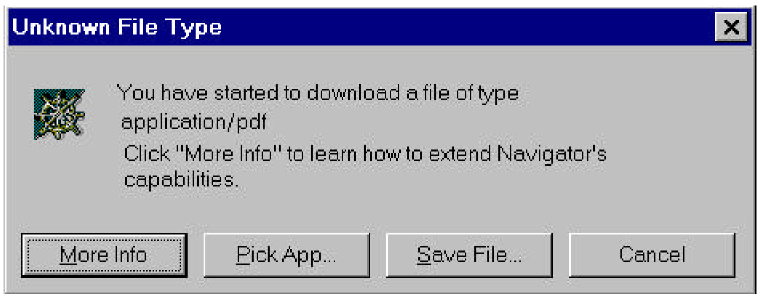

Figure 1

Once the Adobe Acrobat Reader is installed an ARTS user will be able to select a report for generation and then view the results instantly via their Netscape browser. All reports generated by the ARTS application are automatically returned to the user via the web for viewing in Netscape. If the user decides to print the PDF file they should first click the Print Icon as per Figure 2.

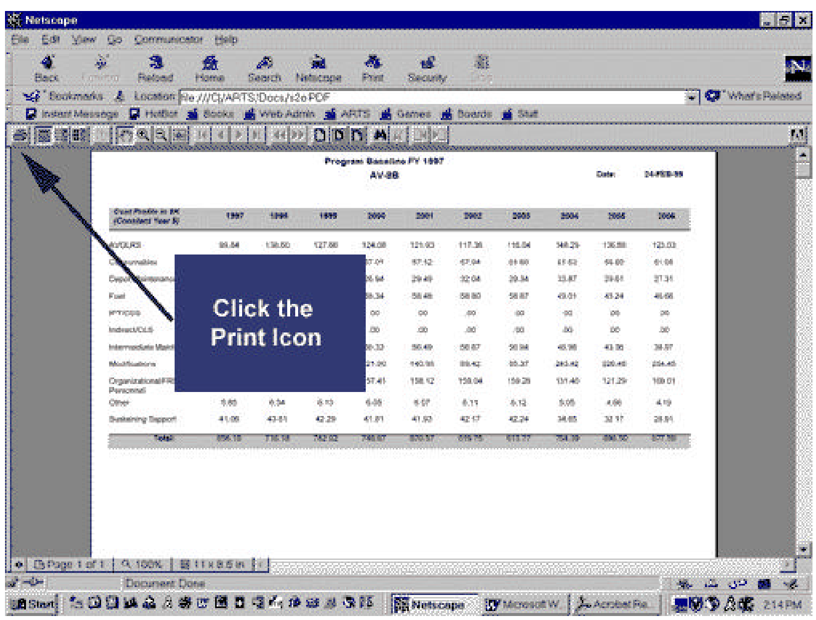

Figure 2

Then they should make sure that the “Shrink to fit” option displayed in the bottom right corner of the print dialog window is checked. (Figure 3)

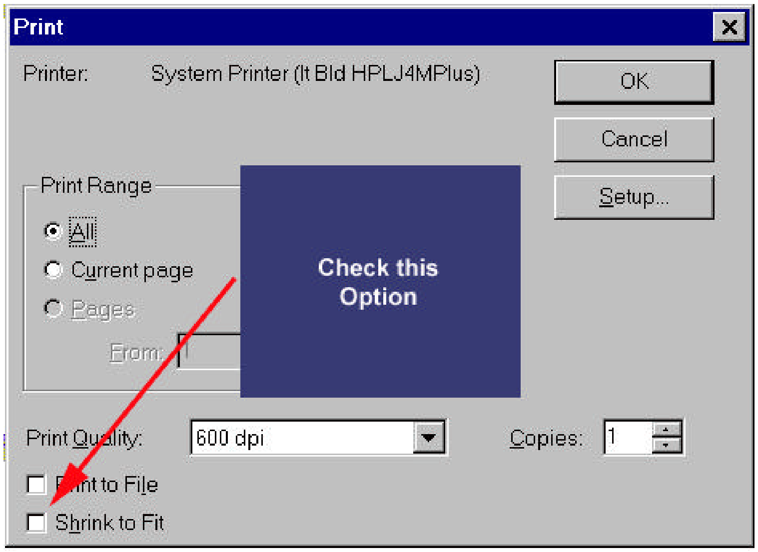

Figure 3

If this option is not checked, the output from the Adobe Acrobat Netscape plug-in may not contain all of the visual information displayed on the Netscape browser screen.

APPENDIX

APPENDIX A - Validation Error Codes

Error Code	Error Message
20000	The serial number selected is not unique. The serial number is currently used by an Initiative. An Initiative must have an unique serial number.
20001	The funding status selected is not valid. Valid funding status codes are: L-lump, I-Incremental, C-Complete and K-Incremental complete.
20002	The Initiative status selected is not valid. Valid initiative statuses are: R-Red (Initiative in trouble), Y-Yellow (Initiative should be closely monitored), G-Green (Initiative proceeding as planned)
20003	The Development Category selected is not valid. Valid categories are: D-Draft, U-Planned Unfunded, A-Active, C-Complete, X-Cancelled, R-Archived.
20004	The Expected Aircraft Availability Code is not valid. Valid availability codes are: I-Increase, D-Decrease and N-No change.
20005	The Expected Readiness Impact Code is not valid. Valid impact codes are: I-Increase, D-Decrease, N-No change.
20006	The Risk code selected is not valid. Valid risk codes are: L-Low, M-Medium and H-High.
20007	No title has been entered. An Initiative must have a title.
20008	No description has been provided. An Initiative must have a description.
20009	No Narrative has been provided. An Initiative must have a Narrative. The narrative is limited to not more than three pages.
20010	No assumptions have been provided. An Initiative must have assumptions.
20011	No risks have been described. An Initiative must have a risk section defined.
20012	The project dates are either null or invalid. Project dates can not be null. The project start date must be before the project break even point date.
20013	No cost category was selected. Null cost categories are invalid.
20014	One or more cost avoidances were not entered for this serial number. At least one cost avoidance must be computed for the Initiative. To correct problem, enter at least one set of values for the Baseline without Initiative and Baseline with an Initiative.
20015	No Planned Investments were entered. An Initiative must have planned Investments values.
20016	This funding record duplicates one in tracking.
20017	Invalid funding types entered.
20018	Invalid AG code.
20019	Invalid SAG code.

20020 Invalid TEC for WUC.

20021 Valid TEC, wrong WUC.

20022 WUCDATA problem. Contact programming support. WUCDATA is a LMDSS stored procedure used for validating aircraft data.

20023 WUCDATA problem. Contact programming support. WUCDATA is a LMDSS stored procedure used for validating aircraft data. (Error code not used)

20024 Invalid WUC. WUC = Work Unit Codes

20025 Invalid TEC. TECs are 4 character codes for identifying aircraft inventory.

20026 No line item data has been entered for this Serial number. This message is an advisory only.

20027 The Part Number has no value. When line items are entered, null part numbers are not allowed.

20028 The NIIN has no value. When line items are entered, null NIINs are not allowed.

20029 The JETDS has no value. When line items are entered, null JETDS are not allowed.

20030 The Product serial number has no value. When line items are entered, the Product serial number must have a value.

20031 The Cage Code has no value. When line items are entered, the Cage Code must have a value.

20032 No Non-Aircraft items have been entered. This message is an advisory only. An Initiative may pertain to either an Aircraft platform or Non-Aircraft platform.

20033 The Non-Aircraft item name has not been entered. When non-Aircraft Initiatives are entered, the item must have a name.

20034 The non-aircraft item description has not been entered. When non-Aircraft Initiatives are entered, a description of the item is required.

20035 Team member info missing for the current Serial number. Team members must be defined in an Initiative.

20036 Member not an Affordable Readiness user. The current user is not listed as an Affordable Readiness user. Contact the application administrator.

20037 Advisory - Initiative Type not in List. It may be defined under the Other category.

20038 User is not in the Team Lead list. Certain access may be limited.

20039 User is not in the Asst Team Lead list. Certain access may be restricted.

20040 Invalid Point of Contact. The Point of Contact entered is not defined in the User list.

20041 Invalid PEO/Competency.

20042 Invalid Equipment Category.

20043 Invalid TMS against the current Equipment Category. TMS are valid only against certain Equipment Categories.

20044 Invalid Version against current TEC. Versions are only valid against certain TECs.

20045 Invalid PEO/Competency. (Error code not used)

20046 Invalid WUC nomenclature.

20047 Invalid NIIN/CAGE/PARTNO combo.

20048 Fiscal year must be between 1997 and 2098.

20049 Long serial number can not be null.

20050 Affected Aircraft number can not be null.

20051 Invalid WUC nomenclature. (Error code not used)

20052 You must enter some Profile Baseline data.

20053 Team Lead and Assistant Team Lead cannot be the same.

20054 No Initiative Profile data has been entered. While an Initiative profile serial number has been entered, no other profile data has been entered.

20055 No Profile Baseline records were entered. This message is an advisory only since no profile baseline records are required.

20056 No Cost category data has been entered. An Initiative must have cost category data.

20057 No funding type records were entered.

20058 No team members listed under this Initiative. An Initiative must have at least one Team Member.

20059 Advisory: No Non-Platform items have been selected for the current serial number. This message is categorized as an Advisory because it is not required to have Non-Platform Items.

20060 Advisory: No line items were selected for this Initiative. Line items are not required for an Initiative.

20061 Draft Initiatives cannot be directly made into Active Initiatives. An Initiative must move from Draft to Planned Unfunded and then from Planned Unfunded to Active.

20062 Non Planned unfunded Initiatives cannot be reverted to Active.